

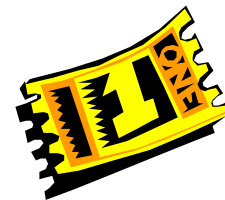


Special Events

Permit Application & Information Packet Abbreviated Form

This permit application covers the following type of permits:

- ABC Permit Only
- Block Party
- Canopy/Tent/Stage/Structure
- Distribution/Flyers
- Vendor



APPROVED APPLICATION MUST BE AVAILABLE ON SITE DURING EVENT.

Date Application Submitted: _____ Fee Paid: Yes No

Name of Event: _____

Date of Event: _____ Expected Attendance: _____

Time Event Starts: _____ Time Event Ends: _____

Event Location: _____

Sponsoring Organization: _____

Contact Name: _____ Email Address: _____

Address: _____ City/State/Zip: _____

Phone Number(s): _____

Professional Organizer: _____

Contact Name: _____ Email Address: _____

Address: _____ City/State/Zip: _____

Phone Number(s): _____

WELCOME

We are happy you have chosen to plan a special event within the City of Fremont. From community based festivals to parades and street fairs, the City of Fremont is proud to approve permits for a number of exciting special events each year.

The Fremont Municipal Code (3-7100--3-7112) provides the framework and guidance for the issuance of Special Event Permits within the City of Fremont. In general, any organized activity impacting city services or involving the use of, or having impact on, public property, public facilities, sidewalks, medians, or street areas requires a permit.

The following pages include the City of Fremont's **Special Events Permit Application** and accompanying instructions developed to guide you through the process.

Timing

A completed application may be filed as early as six months before the event, but **must be received no later than 30 days (60 days if alcohol involved) before the actual event date if the event requires two or less city services.** Examples of these events include: block parties, tents/canopies, ABC (Alcoholic Beverage Control) one day alcohol service permits. To inquire if your event requires two or less city services, please contact Jackie Hall, at jhall@ci.fremont.ca.us or (510) 494-4487.

After you complete the application, sign the form and return it to the City of Fremont's Development Service Center, on the first floor, located at 39550 Liberty Street, Fremont, CA 94538, Attention: Jackie Hall.

Permit Process

The permit application process begins when you submit a completed Special Event Permit Application. *Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

Upon receipt of your application the City assigns a coordinator to help guide you through the permit process. This coordinator distributes copies of your application to all City departments affected by your application for review. During the review process you will be notified if your event requires additional information, permits, or licenses. You will be allowed time to provide us with all pending documents. Delays in providing these items often

delay our ability to finish our review and issue a Special Event Permit for your event.

You may be contacted individually by these departments if they have specific questions or concerns about your event. Depending on the impact on City services, size and type of event, a group meeting with all affected departments, your coordinator, and you may be scheduled to clarify questions and concerns.

Other Permits

While we have tried to make this process a "one-stop" process, it is your responsibility to contact federal, state, or county agencies for other relevant permits. For food permits please contact Alameda County Environmental Health Services at (510) 567-6708.

Events in Parks

If you plan to hold your event in a City park, the coordinator will assist you in contacting the appropriate division or facility manager within the City of Fremont's Maintenance and Recreation Services Department. Special rules and restrictions unique to each site or facility may apply. For further information regarding events in parks, please contact Chuck Canada at (510) 494-4328.

Fees

The City strives to keep fees as low as possible by charging only for the cost of processing the application and city services. In addition to the cost of inspections and other city services (i.e. Police and Fire), other fees such as a building permit fee will apply for tents, stages, etc. Depending on the type of event, fees may vary. All costs of providing City services associated with a special event will require a deposit if the cost of City services exceeds \$5,000.

Effective January 1, 2003, the following application fees will apply:

- **Low Impact Events: Application fee \$20**
- **High Impact Events: Application fee \$100**

On behalf of the City of Fremont, we thank you for contributing to the spirit and vitality of our city through the staging of your event. **Best wishes for a successful event.**

APPLICATION INSTRUCTIONS

Commitment to Customer Service

As part of the City's commitment to providing excellent customer service, a coordinator will help you navigate through the permitting process. Please contact the coordinator at:

Name: Jackie Hall
Title: Development Assistant
Phone Number: (510) 494-4487

Email: jhall@ci.fremont.ca.us
Address: 39550 Liberty Street
Fremont, CA 94538

SUMMARY OF EVENT

DESCRIPTION

Date/Time

Setup	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of Week _____
Event Ends	Date _____	Time _____	Day of Week _____
Dismantle	Date _____	Time _____	Day of Week _____

Alcohol

8. Will alcohol be served for free? YES NO

9. Will alcohol be sold? YES NO

What kind of alcohol will be served? _____

Hours during which alcohol will be served:

From _____ am/pm To _____ am/pm

What is the name of the person picking up the Alcohol Beverage Control (ABC) letter?:

DOCUMENTATION NEEDED: TEMPORARY ALCOHOL PERMIT- Please provide a copy of letter from owner of property allowing event to take place.
For information please call the Fremont Police Department at (510) 790-6972

Tents, Structures, or Entertainment Devices

- 1. Are you installing or constructing any structures, including buildings, climbing structures, etc.?** **YES NO**

If yes, please show structures on a site plan. Also, please describe type, size and number of structures. Plans may be required for review.

- 2. Are you installing any tents or canopies?** **YES NO**

Canopy Size: _____ Tent Size: _____

If yes, please show all tents and/or canopies including dimensions on the site plan (**MUST COMPLETE TENT/CANOPY PERMIT APPLICATION AND QUESTIONNAIRE**). If any tents are greater than 200 square feet or if any canopies are greater than 400 square feet, provide the following for review: (application available at the City of Fremont's Development Service Center)

Tent/canopy application
Flame spread certificate

Signed agreement
Interior tent/canopy plan

- 3. Are you installing any stages?** **YES NO**

If yes, please show locations and dimensions on the site plan (Attachment "A").

Any stages greater than 30" above grade are required to meet structural, guardrail, stairway and accessibility requirements and the following must also be provided for review:

Construction plans

Structural calculations may be required

- 4. Are you installing any grandstands, bleachers, or folding or telescoping seating?** **YES NO**

If yes, please show locations and dimensions on the site plan (Attachment "A").

Any grandstands, bleachers and/or folding or telescoping seating greater than 30" above grade is required to meet structural, accessibility, guardrail and handrail requirements and also submit the following for review:

Construction Plans

Structural calculations may be required

- 5. Do you plan to have any sound amplification?** **YES NO**

_____ Music

_____ Other, please describe

If, yes please note the dates and times: _____

- 6. Is electrical power required (for sound amplification, lighting, etc)?** **YES NO**

If yes, please show items on the site plan (Attachment "A") and describe how power is to be provided. Additional review may be required:

_____ Portable generator

_____ PGE temporary power service

_____ Other, please describe

- 7. If you answered yes to any of the questions from #1-6, please provide the following information of the person or company responsible for installing the tent, structure, or entertainment device:**

Name: _____

Office Phone Number: _____

Cellular Phone Number: _____

Mailing Address: _____

ATTACHMENT "N": NEIGHBOR CONTACT LIST

BLOCK PARTIES

Required from each neighbor on the block affected by the street closure:

[illegible]

HOLD HARMLESS AGREEMENT

Title of Event: _____ Date of Event _____
Name of Applicant: _____ Name of Event Sponsor: _____
Address/City/State/Zip: _____ Address/City/State/Zip: _____
Phone Number: _____ Phone Number: _____

HOLD HARMLESS AGREEMENT

The special event/parade applicant or president or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Fremont (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event or parade who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event or parade are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payments have been met.

Signature of Permittee(s): _____ Date: _____
_____ Date: _____

Signature of Officer of Sponsoring Organization: _____
Title: _____ Date: _____

I declare under penalty of perjury that the information provided in this application is true and correct.

Signature of Applicant: _____ Date: _____

AFFIDAVIT OF APPLICANT (TO BE COMPLETED BY ALL APPLICANTS)

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rule and regulations governing the proposed Special Event under the Fremont Municipal Code 3-7100--3-7112 and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant Agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules and further certify that I on behalf of the Host Organization am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of to the Event to the City of Fremont.

Print Name of Applicant/Host Organization _____

Title: Event Organizer (Include Title)

Signature: _____ **Date:** _____

Title: Chief Financial Officer or Treasurer

Signature: _____ **Date:** _____